

Westfield Township Board of Trustees

Organizational Meeting
January 4, 2016

Fiscal Officer Zweifel called the meeting to order at 7:00 PM; Roll call: Likley- aye, Schmidt- aye, Thombs- aye.

Zweifel asked for nominations for chair of Board of Trustees.

Accept Nomination for Chairman

Likley makes a motion to nominate Schmidt for Chair; seconded by Thombs. Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Accept Nomination for Vice-Chair

Likley makes a motion to nominate Thombs for Vice-Chair; seconded by Schmidt. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Committee Liaison for 2016

Schmidt makes a motion to nominate Thombs for Cemetery and Roads Liaison; seconded by Likley. Roll call: Schmidt- aye, Likley- aye, Thombs- aye. The motion passes.

Schmidt makes a motion to nominate Likley for Zoning Liaison; seconded by Thombs. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Motions to Maintain

Schmidt makes a motion to maintain Resolution 2014-17 the Open Sunshine Law and Resolution 2014-18 the Open Records and Mission Statement; seconded by Likley. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Comments from the floor-

- Erica Graffein (Medina County Auditor's Office) announced that property records such as deeds are online and may be searched by permanent parcel #, address or property owners' name.
- Tax bill is on Recorders' Website
- Dog tags- renewal by January 31st for \$10.00 and after that the fee is \$20.00

Resolution 2016-01

Schmidt makes a motion to participate in the collection of Advance Real Estate Taxes for the first half of 2016; seconded by Thombs. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Resolution 2016-02

Schmidt makes a motion to authorize Township Road Department to proceed in certain instances by force account in the construction, improvements and the repair of roads and culverts; seconded by Likley. Roll call: Likley- aye, Schmidt- aye, Likley- aye. The motion passes.

Westfield Township Board of Trustees

Resolution 2016-03

Schmidt makes a motion to set Trustees' annual salary in equal monthly installments from the General Fund and not to exceed the maximum amount set forth in ORC 505.24; seconded by Likley.

Discussion: Thombs stated that based on the law changes, Likley would be the only Trustee who would receive the \$500.00 per year increase as well as Zweifel. (April 1st)

Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Employee Appointment and Pay

Thombs makes a motion to go into Executive Session at 7:12 PM to discuss employee evaluation and salary; seconded by Likley. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Schmidt makes a motion to come out of Executive Session at 7:27 PM; seconded by Thombs. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Thombs explains that Evans has been working on his 5 goals from last year and the Trustees have seen an improvement in his work ethic and working well with Lafayette. Evans has also saved the district money by being flexible with his vacation/work hours and not charging the district overtime.

Thombs makes a motion to rehire Evans as Maintenance Supervisor for the 2016 and to give a 3% bonus of \$1,438.95; seconded by Likley. Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Motion to Allow

Schmidt makes a motion to allow the Maintenance Supervisor to use his judgment in calling out temporary/ emergency road help with communications to the Road Trustee for time sheet approval; seconded by Thombs.

Discussion: Emergency road help for 2016 is already approved at a rate of \$16.00 per hour and temporary road help for 2016 is at a rate of \$11.44 per hour and would include positions such as flaggers.

Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Zoning Appointments

Likley provide a copy of Zoning Inspector Carolyn Sims job evaluation for 2015.

Likley makes a motion to reappoint the current Zoning Inspector Carolyn Sims for 2016; seconded by Schmidt. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Likley makes a motion to reappoint the current Zoning Secretary Cheryl Porter for the 2016 year; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Westfield Township Board of Trustees

Likley makes a motion to reappoint the current ZC member Debbie Haumesser to a 5 year term through 2020 on the Board of Zoning Commission; seconded by Schmidt. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Discussion: There is an alternate position open on the Zoning Commission.

Likley makes a motion to appoint current BZA alternate Greg McGlashan to a 5 year term through 2020 on the Board of Zoning Appeals replacing Lee Evans; seconded by Schmidt.

Discussion: There is now an alternate position open on the BZA.

Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Zoning Pay Rates

Likley makes a motion to maintain the Zoning Inspector's rate of pay of \$500.00 per month with no benefits for 2016; seconded by Thombs. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Likley makes a motion to maintain the Zoning Secretary's rate of pay of \$475.00 per month with no benefits for 2016; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Likley makes a motion to maintain the ZC and BZA board members' pay of \$30.00 per meeting and training sessions; seconded by Schmidt. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Administrative Pay Rates

Schmidt makes a motion to maintain the administrative pay for the Trustee Meeting Secretary's pay of \$30.00 per meeting hour; seconded by Likley. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Schmidt makes a motion to maintain the administrative pay for the Assistant to the Fiscal Officer's pay of \$11.00 per hour at a maximum of 27 hours per week; seconded by Likley. Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Travel Expenses (IRS @ \$.54 per mile)

Schmidt makes a motion to accept the travel rate to \$.54 per mile with prior Board of Trustee approval. All expenses for workshops, etc., will be paid by the person wanting to attend. The township will reimburse for registration, lodging, parking, mileage and \$40.00 per diem for meals with proper documentation and receipts; seconded by Likley. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Discussion: Zweifel asked if Dianne Kemp (new Assistant to the Fiscal Officer) would be able to attend the upcoming conference in Columbus and share the expenses with the Fiscal Officer (January 28-30th).

Westfield Township Board of Trustees

Thombs makes a motion to permit Dianne Kemp the payment of traveling expenses for the upcoming conference; seconded by Schmidt. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Dues

Schmidt makes a motion to authorize the Township to pay all elected officials Ohio Township and Medina County Township Association dues and to allow Township to pay associate dues for employees with Board approval; seconded by Likley. Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Hall Rental Opening/Closing Pay

Schmidt makes a motion to pay employees at a rate of \$20.00 to open and close the hall for rentals; seconded by Likley. Roll call: Likley- aye, Schmidt- aye, Thombs- aye. The motion passes.

Minutes to be approved

Likley makes a motion to accept the December 21, 2015 meeting minutes as submitted; seconded by Thombs. Roll call: Schmidt- aye, Thombs- aye, Likley- aye. The motion passes.

Road Report

- Evans will order salt for storage. 1,000 Tons of salt from CUE. (Purchase 800-1,200 tons) per contract
- Cemetery- burial on Wednesday
- Evans will take off Friday and use vacation day. Evans asked Trustees if he could carry over his extra days.
- Tires are not on the Dodge yet. Waiting on Gateway Credit application
- Schmidt is unable to get commercial tires for township

Zoning Report

- Violation- 5833 Greenwich Road. ZI Sims will provide a current list of violations to Likley and Assistant Prosecutor
- Kratzer law suit- no news
- Zoning Commission Board meeting on January 20, 2015 at 6:30 PM
- BZA- Pending applications for hearings
 - Use variance- Chrissy Colbert- BZA members, Keith Simmerer will review application
 - North Coast Soccer- Use variance waiting on updated site plan from applicant.
- West Main Street Framing will mount the Zoning maps for \$75.00
- Fix-a-Fence- Opacity issue. ZI Sims will deliver the violation with the Sheriff
- Likley had spoken with a resident who had complaints regarding trash on a neighbor's property. Likley and ZI Sims will look at property (6571 Buffham Road) and Likley also suggested to the owner the Health Department may be able to help.
- Chrissy Colbert property- trailer is hooked up also waiting on her variance application.
- BZA and Zoning Commission need an alternate. Zweifel will run an ad for 2 weeks.

Westfield Township Board of Trustees

Old Business

Recycle Bins are doing well

Solid Waste Policy Committee will meet this Friday- moving forward with new policy

Brownfield Coalition Grant Program- nothing new with application

New Business

- Nexus Pipeline- *Thombs makes a motion to intervene through the Prosecutor's Office with their concerns regarding the Nexus Pipeline; seconded by Likley. Roll call: Thombs- aye, Likley- aye, Schmidt- aye.*

Announcements

Trustee regular meeting on January 18, 2016 @ 7:00 PM

Fiscal Officer's Report

Likley makes a motion to make payments in the amount of \$353.44; seconded by Schmidt. Roll call: Thombs- aye, Likley- aye, Schmidt- aye. The motion passes.

Fund status in the amount of \$436,231.61

Schmidt makes a motion to adjourn at 8:10 PM; seconded by Likley. All said aye.

Respectfully submitted by:

Chery Porter, Zoning Secretary

Date approved: _____

Trustee Michael Schmidt, Chair

Trustee James Likley

Trustee William Thombs